



The Contra Costa County Mental Health Commission has a dual mission: 1) To influence the County's Mental Health System to ensure the delivery of quality services which are effective, efficient, culturally relevant and responsive to the needs and desires of the clients it serves with dignity and respect; and 2) to be the advocate with the Board of Supervisors, the Mental Health Division, and the community on behalf of all Contra Costa County residents who are in need of mental health services.

BYLAWS TASK FORCE MEETING
March 11, 2013 ♦ 12:00 pm-1:30 pm
Mental Health Administration Building
1340 Arnold Drive, Ste. 200 (Upstairs) ♦ Small Conference Room ♦ Martinez

AGENDA

The Commission will provide reasonable accommodations for persons with disabilities planning to participate in Commission meetings who contact the Executive Assistant at least 48 hrs. prior to the meeting at 925-957-5140.

1. **12:00** **Call to Order/Introductions of Attendees – Getting to know each other**
2. **12:10** **Public Comment**
The public may comment on any item of public interest within the jurisdiction of the Mental Health Commission.
3. **12:15** **Announcements**
Timeline approved by MHC
4. **12:20** **Approval of the Minutes from February 12, 2013** *Action Item*
5. **12:25** **Consider developing Bylaws “skeleton” draft including only what is required by W&I Code and recommended in the BOS Advisory Body Handbook.** *Action Item*
6. **12:35** **Review Other County Board Bylaws**
CCC Alcohol & Other Drugs Advisory Body Bylaws
CCC Area Council on Aging Bylaws
Kern County Behavioral Health Board Bylaws
7. **12:50** **Review MHC Bylaws** *Action Item*
Revise the following:
a) Increase Committee Membership from four (4) to five (5)



b) Clarify Nominating Committee members running for office

c) Clarify voting procedure

Nominations from the floor and allowing write-in voting.

**8. 1:20 Discuss Future Agenda Items
Project Assignments**

9. 1:25 Commissioner Comments

10. 1:30 Adjourn Meeting

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the staff to a majority of the members of the Mental Health Commission less than 96 hours prior to that meeting are available for public inspection at 1340 Arnold Drive, Ste. 200, Martinez during normal business hours.